



## WILLIAMSON COUNTY

Leslie Mitchell, CPPO, CPPB  
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Franklin, Tennessee 37064  
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January 11, 2017

To Whom It May Concern:

Williamson County is accepting bids for mowing in the Central Zone for the Parks and Recreation Department. Minimum bid specifications are enclosed. Please note any exceptions to the bid.

It is not the intent of Williamson County to favor one vendor; however, we do, from time to time, have to rely on vendors' help in writing specifications. We will accept all bids with exceptions noted, and all bids will be given equal consideration.

Bids will be opened Tuesday, January 31, 2017, 2:00 p.m. Bids should be submitted in a sealed envelope to the County Mayor's Office, 1320 West Main Street, Suite 125, Franklin, TN 37064. Each envelope should be plainly marked: **Mowing, Central Zone, January 31, 2017, 2:00 p.m. Envelope must also include bidder's company name. IF THE SEALED PACKAGE IS NOT LABELED EXACTLY AS SPECIFIED ABOVE, THE BID WILL NOT BE OPENED.**

Williamson County reserves the right to reject any and/or all proposals, to waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of Williamson County. **No bid shall be valid unless signed.** No bid shall be accepted by FAX machine or e-mail.

The successful bidder will be required to comply with contract, insurance and drug-free requirements. Sample contracts are draft only and terms can change at the discretion of the County. Enclosed is an *Ethical Standards Affidavit*, *Iran Divestment Act Affidavit* and *Business Tax and License Affidavit*. Please complete these documents and return them with your bid.

If you have any questions, please e-mail [lesliem@williamson-tn.org](mailto:lesliem@williamson-tn.org). All questions must be submitted in writing by 4:30 p.m. CST on January 25, 2017, 2016. No addenda will be issued within 48 hours of the bid opening date and time.

Sincerely,

Leslie Mitchell, CPPO, CPPB  
Purchasing Agent

LM/lw

Enclosure

**Minimum Mowing Specifications  
For Central Zone  
Williamson County Parks & Recreation Department**

**Note to Bidders:**

Some parks and gates will be locked, get keys from Parks for access and always lock gates when finished.

Owner/operator of equipment at parks must be 21 or older.  
All owner/operators must meet insurance requirements listed in packet.

Cutting will begin approximately 1<sup>st</sup> week of April and end, approximately, October 31. Low bidders will be contracted about when to start work and cutting cycles.

Williamson County Parks & Recreation Department will determine cycle of cuts. **Example: Twice a week, once a week, every 10 days, etc.**

Twice a week ballfield cutting shall be either Monday/Thursday cycle or Tuesday/Friday cycle...

On-site pre-bid inspections will be available. Contact Cliff Pewitt @ 642-2606 or Tony Jones @ 642-2608 for an appointment.

**Grass Cutting will take place M-F from daylight until 4:30 pm.**

Williamson County reserves the right to cancel any agreement with a 10-day written notice to vendor.

**All paper and trash must be picked up prior to mowing.**

Do not open gates, move trash can holders with mowers. Get off mowers to open and move these, because of previous damage done, grasscutters will be held responsible for damage.

**Weed eating around bleachers, ditches, and any area needing weed eating is required. All weed eating directed by Williamson County Parks & Recreation Department at bid site will be done at no extra charge.**

**Use extreme caution at sites where people are present.**

During periods of dry or drought conditions, Call Cliff Pewitt 642-2606 OR Tony Jones 642-2608 for approval of any cutting.

**Bidders must bid each individual site in the zone, and then list the total price per zone.**

**Vendors are responsible financially for any damage to or at the park sites, i.e., fences, gates, buildings, windows, vehicles and irrigation.**

Vendors must submit invoice to Williamson County Parks & Recreation Department before payment will be made. **INVOICES MUST BE SENT EVERY WEEK OR EVERY TWO WEEKS; THERE ARE NO OTHER OPTIONS!!**

**VENDORS SIGNATURE** \_\_\_\_\_

**Central Zone**

**Price Per Cut**

Williamson County Public Library  
1314 Columbia Avenue  
Franklin, Tn, 37064.....\$ \_\_\_\_\_

Cheek Park common grounds  
Located off Hillsboro Rd., turn on Claude Yates drive next to FHS  
All grounds except two lighted fenced fields, cut only common grounds  
And one practice soccer field..... \$ \_\_\_\_\_

Franklin Girl's Softball  
Located next to Franklin High School Stadium  
Four small fields..... \$ \_\_\_\_\_  
Common grounds and area beyond Field "A" outfield fence ..... \$ \_\_\_\_\_

Animal Control Grounds  
Located off Hillsboro Rd., turn on Claude Yates Dr.  
Next to F.H.S. (Franklin High School)  
Common grounds surrounding Animal Control Building ..... \$ \_\_\_\_\_

Freedom Intermediate Soccer Fields  
Located at 840 New Hwy. 96 at Glass Lane  
Large, rectangular field that has 4 soccer fields at site..... \$ \_\_\_\_\_

Franklin Rec Center Grounds  
Located on Fulton Greer off Hillsboro Rd.  
Large, area, detail cutting: weed eating around tennis courts,  
Building, walking trail and around outdoor pool..... \$ \_\_\_\_\_  
Do not blow grass upon pool deck area. (some dates in summers, soccer fields  
Would need to be cut before 8AM for summer soccer camps, dates will be provided.

Academy Park  
120 Everbright St.  
Franklin, Tn. 37064  
Includes library and some additional properties across the street and old  
School grounds.....\$ \_\_\_\_\_

Short Park  
Located on 2<sup>nd</sup> Ave. North  
Cut and trim gravel parking lot and cut & trim fence area, cut banks and  
Common ground at site..... \$ \_\_\_\_\_

Strahl Street Park  
140 Strahl Street  
Franklin, Tn. 37064  
Located 4 blocks south of downtown Franklin off Columbia Pike  
Cut and weed eat at location..... \$ \_\_\_\_\_  
Cut site on Thurs. or Fri. when cutting only once a week

Meadow Green Lots..... \$ \_\_\_\_\_  
212 Meadow Green Drive  
1149 Howell Drive  
1024 Ridgecrest Drive

**TOTAL..... \$ \_\_\_\_\_**

**Company Name \_\_\_\_\_**

SIGNATURE PAGE

THIS PAGE MUST BE INCLUDED WITH YOUR BID

Company Name \_\_\_\_\_

Physical Address \_\_\_\_\_

\_\_\_\_\_

Remittance Address \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Date \_\_\_\_\_

**Vendors must call in daily site cuttings so that parks staff can log in to match invoice dates (call 790-5849 to leave park sites completed)**

*Ethical Standards Affidavit*

State of \_\_\_\_\_

County of \_\_\_\_\_

*Ethical Standards Affidavit.* After first being duly sworn according to law, the undersigned (“Affiant”) states that he/she has the legal authority to swear to this on behalf of \_\_\_\_\_. (“Contractor”) that no part of any other governmental monies provided for the services or products contemplated in this Agreement which was received from the State of Tennessee or Williamson County shall be paid directly to an employee or official of the State of Tennessee or Williamson County as wages, compensation, or gifts in exchange for acting as a Contractor, officer, agent, employee, subcontractor, or consultant to the County or the Contractor in connection with any Services or Work contemplated or performed relative to this Agreement. Affiant and Contractor further swear that no federal, state, or county appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, any employee of the State of Tennessee, or employee of Williamson County in connection with the awarding of any federal, state, or county contract, the making or awarding of any government grant, the making of any government loan, and entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal, state or county contract, grant, loan, or cooperative agreement.

**Affiant**

By: \_\_\_\_\_

Title: \_\_\_\_\_

**IMMIGRATION ATTESTATION  
AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

CONTRACTOR'S LEGAL ENTITY NAME \_\_\_\_\_

CONTRACTOR'S TENNESSEE LICENSE NUMBER \_\_\_\_\_

The Contractor, identified above, does hereby attest, certify, warrant, and assure that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of the Agreement and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of any Services under this Agreement.

By executing this affidavit, the undersigned person or entity verifies its compliance with the Tennessee Lawful Employment Act codified at *Tennessee Code Annotated, Section 50-1-701, et. seq.*, stating affirmatively that the Contractor which is contracting with Williamson County government has registered with and is participating in the federal work authorization program commonly known as E-Verify or has obtained and maintains copies of the required documents in accordance with the applicable provisions of the Tennessee Lawful Employment Act.

The Contractor further agrees that it will continue to comply with all provisions of the Tennessee Lawful Employment Act, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who comply with the applicable provisions of the Tennessee Lawful Employment Act.

The undersigned person or entity further agrees to maintain records of the documents or of such compliance including documentation for all subcontractor(s) retained to perform such service on behalf of the Contractor for the minimum period provided in the Tennessee Lawful Employment Act.

\_\_\_\_\_  
BY: Authorized Officer or Agent Date  
(Name of Person or Entity)

\_\_\_\_\_  
Title of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

State of Tennessee  
County of Williamson

Before me, the undersigned, a Notary Public in and for the State and County aforesaid, personally appeared \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged himself/herself to be the authorizing representative of \_\_\_\_\_, and that he/she as such authorizing representative executed the foregoing instrument for the purpose therein contained, by signing his/her name on behalf of \_\_\_\_\_.

WITNESS my hand and seal, at office in Franklin, Tennessee, this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**FAIR EMPLOYMENT PRACTICES AFFIDAVIT**

State of \_\_\_\_\_ County of \_\_\_\_\_

***Fair Employment Practices Affidavit:*** After first being duly sworn according to law, the undersigned (Affiant) states that he is familiar with the employment policies of the Contractor and as the \_\_\_\_\_ of Contractor. Affiant states that by Contractor's employment policy, standards, and practices the Contractor does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal, or laying off of any individual due to his/her race, creed, color, national origin, age, or sex, and that the Contractor is not in violation of and will not violate any applicable laws concerning the employment of individuals with disabilities.

***And Further Affiant sayeth not:***

By: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**DRUG-FREE WORKPLACE AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The undersigned, principal officer of \_\_\_\_\_, an Employer of 5 or more employees contracting with Williamson County government to provide construction services, hereby states under oath as follows:

1. The undersigned is a principal officer of \_\_\_\_\_ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The company submits this Affidavit pursuant to *Tenn. Code Ann. § 50-9-113*, which requires each employer with no less than 5 employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
3. The company is in compliance with *Tenn. Code Ann. § 50-9-113*.

Further affiant sayeth not.

\_\_\_\_\_  
Principal Officer

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

***Business Tax and License Affidavit***

***Business Tax and License Affidavit.*** The undersigned, (“Affiant”), states that he/she has the legal authority to swear to this on behalf of \_\_\_\_\_, (“Contractor”); that Contractor is not in any manner in violation of *Tennessee Code Annotated, Section, 5-14-108(l)* which provides that “(n)o purchase shall be made or purchase order or contract of purchase issued for tangible personal property or services by county officials or employees, acting in their official capacity, from any firm or individual whose business tax or license is delinquent.” Affiant affirms and warrants that Contractor’s licenses are currently valid and all business taxes have been paid and are current as of the date of this affidavit. Contractor is licensed and pays business taxes in \_\_\_\_\_ (County), Tennessee.

**Affiant**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATION OF COMPLIANCE WITH  
THE IRAN DIVESTMENT ACT**

Effective July 1, 2016, this form must be submitted for any contract that is subject to the Iran Divestment Act, Tenn. Code Ann. § 12-12-101, et seq., ("Act"). This form must be submitted with any bid or proposal regardless of where the principal place of business is located.

Pursuant to the Act, this certification must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization, or other business organization that is contracting with a political subdivision of the State of Tennessee.

**Certification Requirements.**

No state agency or local government shall enter into any contract subject to the Act, or amend or renew any such contract with any bidder/contractor who is found ineligible under the Act.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

**CERTIFICATION:**

I, the undersigned, certify that by submission of this bid, each bidder and each person signing on behalf of any Respondent certifies, and in the case of a joint bid or contract each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

Respondent represents it has the full power, knowledge, and authority to make this Certification and that the signatory signing this Certification on behalf of bidder/contractor has been duly authorized to do so on behalf of the bidder/contractor.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

\_\_\_\_\_  
Printed Respondent Name Printed Name of Authorized Official

\_\_\_\_\_  
Signature of Authorized Official

**WILLIAMSON COUNTY:**

\_\_\_\_\_  
County Mayor

**Purchasing Agent:**  
\_\_\_\_\_

**RECOMMENDED:**  
Department Head

\_\_\_\_\_  
**Department:**

**APPROVED AS TO AVAILABILITY OF FUNDS:**

\_\_\_\_\_  
Director of Finance

**APPROVED AS TO INSURANCE:**

\_\_\_\_\_  
Department of Risk Management

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
Williamson County Attorney

**FILED IN THE OFFICE OF THE  
WILLIAMSON COUNTY MAYOR:**

\_\_\_\_\_  
**Date:** \_\_\_\_\_

**CONTRACTOR:**

**By:** \_\_\_\_\_

**Title:**  
\_\_\_\_\_

Sworn to and subscribed to before me, a Notary Public, this \_\_\_\_ day of \_\_\_\_\_, 200\_\_, by \_\_\_\_\_, the \_\_\_\_\_ of Contractor and duly authorized to execute this instrument on Contractor's behalf.

\_\_\_\_\_  
Notary Public  
My Commission Expires